

MINUTES
GREEN BAY TRANSIT COMMISSION
Wednesday, November 28, 2012
901 University Avenue, Commission Room
8:15 a.m.

MEMBERS PRESENT: Roger Kolb, Chair; John Withbroe, Vice Chair; Scottie Corrigan, Secretary; Alderman Jim Warner, Kevin Kuehn, Ron Antonneau and David Harp

OTHERS PRESENT: Tom Wittig, Transit Director; Patty Kiewiz, Assistant Transit Director; Essie Fels, Recording Secretary; Lisa Conard, Brown County Planning; George Jackson, MV; Tracy Flucke, Village of Allouez; Scott Williams, Gannett; Susan Kane, Chris Jenquin, Larry Juley, Karen Jossart, Keith Schneider, April Herlache, and Cindy Tappy

1. Call the meeting to order

Chair R. Kolb called the meeting to order at 8:15 a.m.

2. Approval of Agenda

J. Withbroe made a motion to approve the November 28, 2012 agenda. D. Harp seconded the motion. Motion carried.

3. Approval of the minutes of the October 17, 2012 meeting.

J. Withbroe made a motion to approve the October 17, 2012 meeting. K. Kuehn seconded the motion. Motion carried.

4. Public Hearing: Agency Fare Increase

Motion made by J. Withbroe, second by K. Kuehn, to suspend the rules and open the floor to the public. Motion carried.

T. Wittig stated that under the guidelines of the Federal Transit Administration, it is appropriate for transit systems to initiate an Agency Fare to those agencies that receive federal funding, to basically offset the significant cost of ADA Paratransit services.

GB Metro started this agency fare at \$4.50 last year. As we came to the budget process we recognized that the subsidies were continuing to rise. In the NTD report from 2011 the subsidy was \$24.00 per ride which also includes fuel.

The agency fares are to help partner with agencies that receive federal money and to help offset the cost of our Paratransit services. Because of the continuous increase in Paratransit costs, Metro has made the decision to go to an agency fare of \$7.00 for 2013. This fare is still significantly lower than a lot of transits statewide.

Metro had a meeting with Brown County yesterday to discuss the fare increase. Obviously, the County doesn't like to see the additional expenditures. T. Wittig stated he felt the

meeting went well. The County understands the situation that Metro is in as a public transit system. Metro is going to do everything they can to keep those costs going down further. It is our goal not to go to the agencies to increase the fares next October/November.

R. Kolb stated any person wishing to speak on the increase in agency fares is encouraged to address the Commission. At this time, there was no participation from the public.

R. Kolb asked if there were any comments from the public informational meetings on October 30, 2012 or November 8, 2012.

P. Kiewiz stated there was one couple that attended one of the meetings and their comment was not in regard to the agency fare but in regard to one of the other topics.

K. Kuehn asked if Brown County was given enough notice of the increase in fare prior to them doing their budget.

T. Wittig stated we could have done a better job with that. He explained to Brown County yesterday at the meeting that Metro does not know what their official state dollars are going to be until the next May. We looked at the trend of what federal dollars are coming in at and what the increase cost of Paratransit may be. This year Metro did not have that opportunity, and he explained to Brown County; that we are going to do a better job at Green Bay Metro next year. We anticipate giving them more advanced notice on any changes.

K. Kuehn asked if there is a formula that you use to come up with this number based on the state and federal money. How did you come up with this number?

T. Wittig commented he really looks at the subsidy amount that Metro pays for ADA Paratransit services as he balances the budget. He explained to the County he does not use the agency fare to try and balance the budget. We look at the \$24.00 subsidy. If there is an agency receiving federal money, how can we bring that subsidy down to be fair to all of our municipalities and to be fair to the tax payers. So, that's how we balance that.

We are figuring on 57% state funding for next year. It could come in lower, but hopefully it comes in higher due to the discussion of getting the 10% back. We will find out in February. This is currently being pressured in Madison and there are good vibes with that. If we all of a sudden find out next spring that we are getting this new increase of funding out of Madison, then we will sit back down with Brown County and the Transit Commission, and we will say look our funding is going to be appropriately higher than we anticipated.

Motion made by J. Withbroe, second by J. Warner, to return to regular order of business. Motion carried.

(#7 taken at this point on the agenda, although shown in proper format here.)

5. Public Hearing: Elimination of Paper Transfers

Motion made by J. Withbroe, second by D. Harp, to suspend the rules and open the floor to the public. Motion carried.

T. Wittig stated the use of paper transfers is currently a non-efficient way of operating in a transit system. Green Bay Metro will be the innovator with this program. Milwaukee county

transit is watching to see how this will work out for Green Bay. What it is going to do is be more efficient while taking away the abuse and the driver/passenger conflict.

When a passenger gets on the bus, they have two (2) options to pay. The first is they can pay the regular cash fare of \$1.50 every time they get on the bus. The second option is they can purchase a daily pass which is equivalent to a round trip. The day pass fare for an adult will be \$3.00, the student day pass will be \$2.00, and the senior and persons with disabilities day pass would be \$1.50. T. Wittig believes it is an element that will help increase our ridership because individuals will have the freedom to ride all day. This will be a huge convenience for our ridership. There are some individuals that only go one way and may have to transfer, but there are a very limited amount of those riders. Metro feels very confident of this elimination of paper transfers. Of course, the best way is still the monthly passes.

K. Kuehn asked how long does a transfer last.

P. Kiewiz stated an hour.

T. Wittig commented it is convenient; for a \$1.50 for a senior that's her/his car all day long.

R. Kolb stated any person wishing to speak on the elimination of paper transfers is encouraged to address the Commission.

L. Juley asked if the day pass is good for the day or 24 hours.

T. Wittig stated it would be a day pass.

L. Juley commented so if a person works a night shift at 11:00pm and gets done at 6:00am, that person would have to pay \$3.00 both ways.

T. Wittig stated that type of rider would probably want to resource a weekly or monthly pass.

K. Kuehn commented this individual would buy a day pass at 6:00am and would still use it for 11:00pm.

K. Kuehn asked how much a weekly pass will cost.

T. Wittig stated it is \$10.00 but we are proposing it to be \$12.00.

K. Schneider commented that he was under the impression from the last meeting that the cost was not set at \$3.00 yet, but that was somewhere between \$2.00 and \$3.00. So now it is set at \$3.00.

P. Kiewiz stated that is correct.

K. Schneider asked if the pass would be similar to the transfer card now or will it actually be a better quality card that will come out of the fare box and could be used more than once or twice. We have transfers now that are not working.

P. Kiewiz stated it will come out of the fare box just as transfers do and the reason that some of those transfers don't work is because people don't take care of them. Those are transfers that people put in their mouths, wrinkle, and all of those types of things. The transfer cards are of a quality to work through a day. In the last few months we have received transfer cards that are a little different than what was in there before.

Motion made by R. Antonneau, second by K. Kuehn, to return to regular order of business. Motion carried.

(#8 taken at this point on the agenda, although shown in proper format here.)

6. Public Hearing: Fare Increase Student Monthly Pass/Adult Weekly Pass

Motion made by R. Antonneau, second by J. Withbroe, to suspend the rules and open the floor to the public. Motion carried.

T. Wittig stated as we looked at possibilities of fare increases, we felt we really didn't want to initiate any key fare increases as far as our cash fare and monthly passes.

We really thought that with prices and costs going up for fuel and things like that, we had to be diligent and find a way to somewhat increase our revenues without really affecting the ridership.

We felt there are two (2) areas that need that increase. The first is the weekly pass from \$10.00 to \$12.00, effective January 1, 2013. The second is the student monthly pass from \$19.00 to \$20.00, effective July 1, 2013.

A year ago we had lowered the student cash fare from \$1.50 to \$1.00 which was very effective.

We had no comments during the public informational meetings.

L. Conard stated the student fare has not been raised since 2005.

R. Kolb stated any person wishing to speak on the fare increase for student monthly pass/adult weekly pass is encouraged to address the Commission. At this time there was no participation from the public.

Motion made by R. Antonneau, second by J. Warner, to return to regular order of business. Motion carried.

(#9 taken at this point on the agenda, although shown in proper format here)

7. Action: Agency Fare Increase

K. Kuehn made a motion to approve the \$7.00 agency fare effective January 1, 2013.

J. Withbroe seconded the motion. Motion carried.

8. Action: Elimination of Paper Transfers

R. Antonneau made a motion to approve the elimination of paper transfers. J. Withbroe seconded the motion. Motion carried.

9. Action: Fare Increase Student Monthly Pass/Adult Weekly Pass

R. Antonneau made a motion to approve the increase in pass fares for student monthly and adult weekly. S. Corrigan seconded the motion. Motion carried.

10. Discussion: GBM Fare Free Transit Initiatives: Green Saturday and Packers Game Day

T. Wittig stated he would like to do a brief update on our transit initiatives as to what they are doing for the community and their effectiveness.

Green Saturday's ridership has increased 12% from last year.

Packer's Game Day ridership has increased 29% in 2012 versus the same period in 2011.

The Lambeau Leap route going through the downtown area is up significantly in ridership over a year ago. The downtown area is very pleased with the service.

T. Wittig commented that we had made the right decision by keeping the fare free system on game day initiative. It has been great for the community, for businesses, and for economic development.

R. Kolb commented he has had very positive responses toward these initiatives.

11. Discussion/Action: GBM FY2013 Budget

Tom Wittig state there is some good news and average news on Metro's budget for 2013. The average news is there were some increases this year that are very manageable. Our fuel is projected to increase \$185,000.00; we hope this is not going to be the case. We had to be diligent and had to budget this amount. T. Wittig asked P. Kiewiz to go over some of the other increases that Green Bay Metro is basically not in control of.

P. Kiewiz stated in your packets there are some reports and worksheets that explain how we break down our expenses for state and federal reimbursement, and the municipality's portions.

She gave a brief overview of the changes for 2013.

- Increase in contractual obligations for Paratransit
- Fuel assumptions at \$3.60/gallon
- WRS Increase .8%
- Health Insurance – based on 2012 actuals
- Contract Services – Elimination of Management Contract

- TMI Rebate – 2013 Last Year of Refund
- Roof Repairs – Furnace issues

P. Kiewiz stated as Tom had mentioned, we are hoping for 57% from State and Federal funding. The City of Green Bay through City Council has levied \$1.2 million for transit. The remaining portion comes out of our reserve if we need to use it. As approved, if we spent everything as planned in our budget, the City's portion is \$1,373,379.00, which we would have to take \$173,000 out of our reserves.

K. Kuehn questioned the 8.3% increase in drivers' salary. Is that because of adding more drivers? P. Kiewiz commented yes and the reason is because in 2012 we have had some retirements in the beginning of the year, and there were, of course, some concerns on funding. We did have operator positions that we did not fill so our overtime has gone significantly higher in 2012. K. Kuehn asked does it compare to the year before. P. Kiewiz stated yes.

K. Kuehn asked about the total health insurance at 17.8%. Is that because we underfunded this year? P. Kiewiz stated that is correct. K. Kuehn asked how much we under-budgeted for this year. P. Kiewiz stated \$135,000.00; that is the increase, but we had underfunded by a certain percentage because there was a slight decrease due to the new insurance plan. K. Kuehn commented that what the commission would be interested in knowing is what the actual rate of increase of our insurance is. P. Kiewiz stated status quo even.

P. Kiewiz stated the overtime for 2012 has been significantly higher and the reason for that is that we need a driver in a seat or a dispatcher at the desk. As we fill positions, that will lower our overtime costs.

T. Wittig stated that we are at 82% of the budget for 2012.

R. Antonneau inquired if Metro has any intentions to dip into the reserves at this time. T. Wittig stated he does not believe so.

P. Kiewiz stated the 2012 total expenses through October are at 78.12%, and with being 10 months into the year, we should be at 83%. At this time we are 5% under budget. Revenues are at 82% at this time.

R. Antonneau made a motion to approve the FY2013 budget in the amount of \$7,865,767. J. Withbroe seconded the motion. Motion carried.

12. Presentation: Breast Cancer Awareness Fares Presented to American Cancer Society

T. Wittig informed the commissioners on October 19, 2012, Metro recognized National Breast Cancer Awareness Month for the second annual. T. Wittig presented to Scottie Corrigan on behalf of the American Cancer Society; a check in the amount of \$1,276.73.

13. Director's Report

T. Wittig shared a thank you letter from the Optimist Club for Metro participation.

T. Wittig also shared that Green Bay Metro was spotlighted in one of the National Transit Bus Magazines called "BusLine." An article was done on Green Bay Metro, the Green Bay Community, and what we do for transit. Once we receive the article Metro will be happy to share it with the Commission.

P. Kiewiz announced the employee of the month, Karen Jossart. She has been with Metro since 1996. She started out in dispatch and her current position is back in maintenance where she's been for about 12 years. She is one of many that do an excellent job for us.

T. Wittig stated our ADA Paratransit continues to shine. He thanked Geo and his staff for doing a great job.

T. Wittig also thanked L. Conard and everyone from Brown County Planning for helping with developing the TDP for Metro.

T. Wittig thanked all Metro employees.

K. Kuehn noted the participation of transit for the Holiday Parade and what a great job they did.

14. Miscellaneous Reports and Other Business

No discussion on miscellaneous operational and financial reports.

15. Establish the date of the next meeting

The next meeting of the Transit Commission is scheduled for January 16, 2013 at 8:15 a.m.

16. Adjourn

Motion made by R. Antonneau, second by J. Withbroe, to adjourn at 9:40 a.m. Motion carried.

Respectfully submitted,

Essie Fels